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Personnel

AFROTC CONTRACT CADET DISENROLLMENT

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OPR: HQ AFROTC/RRFD
(TSgt Jeffrey J. Pinson)

Certified by: HQ AFROTC/RRF
(Lt Col Lisa Henry-Hamilton)

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This instruction establishes policies, procedures, and responsibilities governing implementation and conduct of the Air Force Reserve Officer Training Corps (AFROTC) Disenrollments Section. It applies to all Senior Unit AFROTC Detachments. This instruction supersedes AFOATS Instruction 36-2011, Chapter 6, 23 October 2003, *Administration of Senior Air Force ROTC Cadets* (will convert to AFROTCI 36-2011). All references to AFOATS instructions and AFOATS Forms may be changed in the near future due to the ongoing revisions in AFROTC publications.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 33 and 10 U.S.C 103. System of records notice F036 AETC I, Cadet Records, applies.

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Chapter 1 General Information

1.1. Purpose

1.1.1. The office of primary responsibility (OPR) for this instruction is HQ AFROTC/RRFD. This instruction provides guidelines for disenrolling contract cadets. Only **contract cadets** are disenrolled. The procedures included in this instruction are designed to provide detachment commanders (Det/CC) and HQ AFROTC with the best possible information on which to make decisions. These internal procedures are not intended to create any rights for cadets other than those listed in the AFROTC IMT 10, **Administrative Disenrollment Action Worksheet**, [Attachment 2](#). The AFROTC IMT 10 is used by Air Force ROTC detachments and cadets in obtaining complete and consistent information to include cadet notification of disenrollment, cadet elections during disenrollment and cadet receipt of Report of Investigation (ROI) when disenrolling an Air Force ROTC cadet.

1.2. Authority

1.2.1. The Commander of AFROTC (AFROTC/CC), acting for the United States Air Force, may disenroll any contract cadet at any time with or without cause (Authority: 10 United States Code (USC), Sections 2104 and 2107; 50 App USC 456; and Executive Order 9397). A signed contract AF IMT 1056, **Air Force Reserve Officer Training Corps (AFROTC)**

Contract between a cadet and the United States Air Force is not a guarantee that a commission will be offered to the cadet.

Chapter 2

Non-Investigative Disenrollment

2.1. Overview

2.1.1. Non-Investigative disenrollments do not require an investigation. A cadet may be disenrolled when there is no possibility that the cadet will be required to fulfill their contractual obligation (i.e., call to involuntary extended active duty (EAD) or recoupment of scholarship benefits.)

2.1.2. AFROTC class attendance. During the course of the disenrollment, and until final disposition is made by HQ AFROTC, cadets must continue to attend all AFROTC academic and Leadership Lab (LLAB) classes, in addition to maintaining all other contractual obligations. Failure to do so is a breach of the AFROTC contract and could significantly impact the resolution of the disenrollment. There are two circumstances for which HQ AFROTC Registrar (HQ AFROTC/RR) will consider allowing a cadet to stop attending AFROTC classes and LLAB: financial/personal hardship and detrimental conduct. The Det/CC must submit a request to allow the cadet to stop attending AFROTC classes to HQ AFROTC/RR.

2.1.2.1. Humanitarian (Financial/personal hardship). The request from the cadet must be in writing and submitted through the Det/CC to AFROTC/RR, the ultimate approval authority. Approving a request to stop attending classes for financial/personal hardship is entirely discretionary; HQ AFROTC/RR is not obligated to grant the request. The request must be accompanied by sufficient documentation to substantiate the financial/personal hardship. Establishing proof of hardship is the cadet's responsibility. The cadet must show how not attending classes will help resolve the financial/personal hardship. Upon approval, place a copy of the approval with the disenrollment package and annotate the last day the cadet attended. This request for financial/personal hardship is for the purpose of not attending AFROTC classes during resolution of the case. It is independent of any financial/personal hardship claimed as a reason for leaving AFROTC. Approval not to attend AFROTC classes for financial/personal hardship does **not** mean that recoupment is not a valid resolution of the disenrollment.

2.1.2.2. Detrimental conduct. If the Det/CC is convinced that allowing the cadet to continue attending classes would be harmful to the morale and good order of the cadet corps, the Det/CC should send a request to HQ AFROTC/RR requesting that the cadet be allowed to discontinue classes. Upon approval, place a copy of the approval with the disenrollment case file and annotate the last day the cadet attended AFROTC classes.

2.1.3. Detachments should stop the stipend for cadets who quit attending AFROTC classes during the disenrollment and state their intentions not to return.

2.1.3.1. The cadet should state their intention to cease attending AFROTC classes in writing, signed format for documentation purposes.

2.1.3.2. If the cadet makes the intent verbally or if the disenrollment is in absentia, the detachment may use a memorandum for record (MFR) to document the circumstances and cause for discontinuing stipend.

2.2. Reasons for Non-Investigative Disenrollment

2.2.1. Death of a cadet. The detachment must obtain and attach the original or certified copy of the death certificate to the AFROTC IMT 22, **Cadet Personnel Action Request**, package in accordance with (IAW) [Attachment 9](#), under Column 1. Effective disenrollment date is the date of death.

2.2.2. Transfer to another military commissioning program. **This action must be approved by HQ AFROTC and a conditional release granted prior to the transfer.** For cadets requesting transfer to any service-commissioning program other than AFROTC, submit the request for conditional release to Cadet Actions (HQ AFROTC/RRFP) via an AFROTC IMT 22 in accordance with AFOATSI 36-2011, *Administration of Senior Air Force ROTC Cadets* (paragraphs 2.6 & 2.13) (will convert to AFROTCI 36-2011). If the cadet is transferring to the Air Force Academy, the local Det/CC can approve the conditional release. Once a conditional release has been granted and the cadet has enlisted into the other commissioning program (i.e., orders in hand), **submit a disenrollment case file IAW [paragraph 2.3 of this instruction](#).** Effective disenrollment date will be the day prior to enlistment in the other commissioning program. If the cadet fails to meet the terms of the conditional release (i.e., fails to enlist in the other military commissioning program), the conditional release is void and the cadet remains obligated under the AFROTC contract. If the cadet fails to maintain the terms of the AFROTC contract, investigate for disenrollment IAW [Chapter 3](#) of this instruction. **Do not submit a disenrollment case file until a conditional release has been granted and the cadet has enlisted into the other commissioning program.**

2.2.3. Freshman Self-Initiated Elimination (FSIE). Except as provided below, AS 100 cadets may request FSIE. Requests for FSIE will only be considered if submitted by the cadet **in writing** to their detachment commander. The detachment should then immediately counsel and document via AFROTC IMT 16, **Officer Candidate Counseling Record**, to ensure the cadet understands that FSIE may preclude future entry into any commissioning program. Effective disenrollment date is the date the written FSIE request is received by the detachment. Attach the written FSIE request and AFROTC IMT 16 to the AFROTC IMT 22 and forward to HQ AFROTC/RRFD IAW [Attachment 9, Column 1](#). **AS 100 cadets conditionally released from active duty to enroll in AFROTC are not disenrolled under this section** (see [Chapter 3](#)).

2.2.4. Good of the Service. Upon AFROTC/CC's determination that it is in the best interest of the Air Force to disenroll a cadet, the detachment may begin a non-investigative disenrollment. Effective disenrollment date is the date of HQ AFROTC action (block 14 of DD Form 785, **Record of Disenrollment from Officer Candidate – Type Training**).

2.2.5. Medical Disqualification. Cadets must be medically disqualified for commissioning by HQ AETC/SG and the reason for medical disqualification must have been beyond the cadet's control and knowledge. (See [paragraph 3.2.3](#) for medical disqualification to which the cadet contributed.)

2.2.5.1. Counsel cadets via AFROTC IMT16 that they are medically disqualified; and if they later become medically qualified, they may apply for reentry into the program. Effective disenrollment date is the date of HQ AFROTC action on block 14 of DD Form 785. During the course of the disenrollment, and until final disposition is made by HQ AFROTC, cadets must continue to attend all AFROTC academic and LLAB classes, in addition to maintaining all other contractual obligations. Failure to do so is a breach of the AFROTC contract and could significantly impact the resolution of the disenrollment. (See [paragraph 2.1.2](#) for further information).

2.2.5.2. Cadets medically disqualified for their contracted category, but who remain commission-qualified, will be recategorized.

2.2.6. Disenrollment of AS100 cadets (except ASCP and SOAR cadets) for any reason. AS100 cadets who breach their AFROTC contract, fail to maintain academic or military retention standards (to include passing the PFT and AFOQT prior to completion of AS100 year) must be disenrolled.

2.3. Non-Investigative Disenrollment Procedure

2.3.1. Det/CCs may request non-investigative disenrollment via AFROTC IMT 22. AFROTC Region/CC's and AFROTC/CC may direct non-investigative disenrollment. No investigation is required. **Attach all required documentation ([Attachment 9, column 1](#)).** HQ AFROTC/RR is the approval authority for non-investigative disenrollment requests. HQ AFROTC/RRFD will note the disenrollment action on the reverse of the AFROTC IMT 22 and return it to the detachment. The detachment then notifies the cadet of the decision via AFROTC IMT 16. A copy of the accomplished AFROTC IMT 16 must be sent to HQ AFROTC/RRFD immediately upon completion.

2.3.2. AFROTC/RR may direct non-investigative disenrollment without a formal request from a detachment or Region/CC. AFROTC/RR directs non-investigative disenrollment via notification memorandum sent to the Det/CC. The Det/CC notifies the cadet via an AFROTC IMT 16 of the non-investigative disenrollment. The detachment commander then follows procedures outlined in [paragraph 2.3.1](#).

Chapter 3 Investigative Disenrollment

3.1. Overview

3.1.1. When a cadet is being considered for disenrollment and faces the possibility of contract fulfillment (i.e., call to involuntary extended active duty (EAD) or recoupment of scholarship benefits) the case must be processed as an investigative disenrollment.

3.1.2. AFROTC class attendance. During the course of the disenrollment, and until final disposition is made by HQ AFROTC, cadets must continue to attend all AFROTC academic and LLAB classes, in addition to maintaining all other contractual obligations. Failure to do so is a breach of AFROTC contract and could significantly impact the resolution of the disenrollment. There are two circumstances in which HQ AFROTC/RR will consider allowing a cadet to stop attending AFROTC Academic classes and LLAB, financial/personal hardship and detrimental conduct. The Det/CC must submit a request to allow the cadet to stop attending to HQ AFROTC/RR.

3.1.2.1. Humanitarian (Financial/personal hardship). The request from the cadet must be in writing and submitted to the unit commander. Approving request to stop attending classes for financial/personal hardship is entirely discretionary; HQ AFROTC is not obligated to grant the request. The request must be accompanied by sufficient documentation to substantiate the financial/personal hardship. Establishing proof of hardship is the cadet's responsibility. The cadet must show how not attending classes will help resolve the financial/personal hardship. Upon approval, place a copy of the approval with the disenrollment package and annotate the last day the cadet attended.

3.1.2.1.1. This request for financial/personal hardship is for the purpose of not attending AFROTC classes during resolution of the case. It is independent of any financial/personal hardship claimed as a reason for leaving AFROTC. Approval not to attend AFROTC classes for financial/personal hardship does **not** mean that recoupment is not a valid resolution of the disenrollment.

3.1.2.2. Detrimental conduct. If the Det/CC is convinced that allowing the cadet to continue attending classes would be harmful to the morale and order of the cadet corps, the Det/CC should send a request to HQ AFROTC/RR requesting that the cadet be allowed to discontinue classes. Upon approval, place a copy of the approval with the disenrollment case file and annotate the last day the cadet attended AFROTC classes.

3.1.3. Detachments should stop the stipend for cadets who quit attending AFROTC classes during the disenrollment or state their intentions not to return.

3.1.3.1. The cadet should state their intention to cease attending AFROTC classes in written, signed format for documentation purposes.

3.1.3.2. If the cadet makes the intent verbally or if the disenrollment is in absentia, the detachment may use an MFR to document the circumstances and cause for discontinuing stipend.

3.2. Reasons for Investigative Disenrollment

3.2.1. Failure to Maintain Academic Retention Standards (FTMARS).

3.2.1.1. Academic retention standards for scholarship cadets are given in AFROTCI 36–2019, *AFROTC Scholarship Programs*, and AFOATSI 36–2011, Chapter 2. FTMARS for any reason is a basis for disenrollment and activation of the cadet’s contractual obligation (call to EAD or recoupment of scholarship benefits).

3.2.1.2. In cases of FTMARS, the AFROTC IMT 704, **Academic Performance Inquiry**, is submitted to instructors to determine the cadet’s academic effort. Immediately upon determining a cadet’s performance can be categorized as FTMARS, the unit will submit the AFROTC IMT 704 to the cadet to provide instructor names and release approval. Cadets are not responsible for obtaining a completed AFROTC IMT 704 from the instructors. **The detachment is responsible** and will submit the IMTs to the instructors in courses where the cadet received a failing grade or any other grade that resulted in a FTMARS, to include “Ds” if unacceptable for graduation requirements, incompletes, and withdrawals. The AFROTC IMT 704 should be submitted and obtained from instructors in the term where the cadet’s FTMARS led to the disenrollment action. Although not mandatory, AFROTC IMT 704 may be submitted to instructors from previous terms to provide a more detailed history of the cadet’s overall performance.

3.2.1.2.1. If the cadet fails to meet the minimum academic standards in the most recent term, an AFROTC IMT 704 must be accomplished for each class the cadet received a failing grade regardless of the reason for disenrollment

3.2.1.3. Each completed AFROTC IMT 704 must be attached as evidence to the AFROTC IMT 10 when the cadet is served notice of the disenrollment action. If an instructor no longer teaches at the university or fails to return the AFROTC IMT 704 within 5 workdays, document efforts to contact the instructor via MFR and attach a copy of the AFROTC IMT 704 and the MFR to the AFROTC IMT 10 as evidence. If the AFROTC IMT 704 shows a lack of effort by the cadet, include both FTMARS and Breach of Contract ([paragraph 3.2.5](#)) as the reasons for the disenrollment on the AFROTC IMT 10. **The Det/CC will review each AFROTC IMT 704 with the cadet prior to any approval of waiver of the investigation process.**

3.2.2. Failure to Maintain Military Retention Standards (FTMMRS).

3.2.2.1. The investigation must include documentation of the cadet’s failure to maintain these standards and address whether or not the failure was within the cadet’s control. FTMMRS may include, but is not limited to:

3.2.2.1.1. Fraudulent enlistment.

3.2.2.1.2. Illegal drug use.

3.2.2.1.3. Alcohol related offenses.

- 3.2.2.1.4. Physical Fitness Test (PFT) failure.
 - 3.2.2.1.5. Failure to complete Field Training satisfactorily.
 - 3.2.2.1.6. Failure in the AFROTC Weight and Body Fat Management Program (WBFMP) (AFOATSI 36-2007, *AFOATS Weight and Fitness Programs*).
 - 3.2.2.1.7. Integrity violation.
 - 3.2.2.1.8. Homosexual or bisexual conduct (NOTE: Inquiries or investigation into alleged homosexual statements or homosexual conduct require HQ Air University (AU) or higher level prior approval. Contact AFOATS/JA **before** initiating any investigation based on homosexual or bisexual statements or conduct.)
 - 3.2.2.1.9. Inadequate family care plan, if required.
 - 3.2.2.1.10. Inability to successfully complete a National Agency Check or otherwise fail to qualify for a security clearance.
 - 3.2.2.1.11. Inaptitude, to include failure to exercise the maturity and/or judgment expected of an officer candidate, or unacceptable adjustment to the military environment.
 - 3.2.2.1.12. Misconduct resulting in adverse civil or school involvement.
 - 3.2.2.1.13. Misconduct that would constitute an offense under the Uniform Code of Military Justice (UCMJ).
 - 3.2.2.1.14. Demonstrating undesirable character traits.
- 3.2.3. Medical Disqualification (circumstances within the cadet's control). This occurs when a cadet becomes medically disqualified for commissioning or for a category of commissioning, due to circumstances within the cadet's control. Examples include, but are not limited to:
- 3.2.3.1. Alcohol related injuries.
 - 3.2.3.2. Injuries caused by hazing, fighting, or pranks.
 - 3.2.3.3. Injuries or illnesses resulting from a lack of good judgment.
 - 3.2.3.4. Failure to report a known disqualifying condition.
 - 3.2.3.5. Failure to report within 72 hours any change in medical status.
 - 3.2.3.6. Medical disqualification coupled with an expressed desire to withdraw from the AFROTC program.
- 3.2.4. Indifference to Training.

3.2.4.1. Failure to wear the appropriate uniform when required.

3.2.4.2. Failure to meet uniform, grooming, or appearance standards.

3.2.4.3. Failure to perform assigned corps duties.

3.2.4.4. Receipt of a failing grade in LLAB.

3.2.5. Breach/Anticipatory Breach of the AFROTC Contract.

3.2.5.1. Anticipatory Breach occurs when a cadet expresses a clear and convincing intention to do, but has not yet done. One or more of the following actions that fall under Breach of the AFROTC Contract:

3.2.5.1.1. Attempting SIE. Only non-prior service AS 100 contract cadets may FSIE from AFROTC without penalty ([paragraph 2.2.3](#)).

3.2.5.1.2. Falling below full-time student status as defined by AFOATSI 36-2011 (will convert to AFROTCI 36-2011) without prior AFROTC approval.

3.2.5.1.3. Failing to enroll in required AFROTC courses.

3.2.5.1.4. Failure to participate in required AFROTC training. (This basis for disenrollment exists the moment that a cadet misses enough AFROTC classes or professional military training (PMT) that it becomes impossible for the cadet to successfully complete or receive a passing grade for that class or PMT.)

3.2.5.1.5. Dropping an AFROTC class without AFROTC approval.

3.2.5.1.6. Changing academic major without AFROTC approval.

3.2.5.1.7. SIE from FT.

3.2.5.1.8. Failure to fulfill any term or condition of the AFROTC contract.

3.2.5.1.9. Refusal to accept a commission as an Air Force Officer, when actually tendered.

3.2.5.1.10. Failure to put forth good faith effort to maintain academic retention standards. Lack of good faith academic effort includes a failure to attend classes regularly, failure to complete required assignments in a timely or satisfactory manner, or failure to take exams. Lack of good faith effort is primarily established by completion of AFROTC IMT 704.

3.2.5.1.11. Claiming conscientious objector status.

3.2.5.1.12. Inability to meet contracted Date of Graduation (DOG) or Date of Commissioning (DOC), due to circumstances within the cadet's control.

3.2.6. Humanitarian Release (personal hardship beyond the cadet's control). Request for humanitarian release must be made in writing by the cadet and submitted to the Det/CC commander. AFROTC/RR is not obligated to grant a humanitarian release. Approving disenrollment for a humanitarian reason is entirely discretionary. The request must be accompanied by sufficient documentation to substantiate the personal hardship. Establishing proof of hardship is the cadet's responsibility. The following are examples of hardship and the documentation required for review.

3.2.6.1. Financial Hardship. A summary of the cadet's financial condition must include income statements, statement of living expenses, copies of bills, past due notices (if any), and bank statements (both checking and savings). Additional documentation may include income tax returns, statements from employers and creditors, or statements from the college or university financial aid department. The documentation must substantiate the cadet's inability to meet financial obligations necessary to continue in school. The documentation must be logically summarized and organized in an order that can be followed and cross-referenced for reviewing officials. If the cadet is not of the legal age of majority according to their state of residence, parent's financial condition may also be required. A request for disenrollment because of financial hardship without the necessary documentation will not be approved and should not be submitted.

3.2.6.2. Other Personal or Family Hardship. Family separation or the inconveniences usually incident to military service does not necessarily constitute a personal or family hardship. A cadet must provide evidence of the following to substantiate the existence of a personal or family hardship. Evidence may include statements from family members, clergy, physicians, or other persons with personal knowledge of the cadet's circumstances.

3.2.6.2.1. The hardship is not temporary.

3.2.6.2.2. Conditions arose or became more aggravated after the cadet entered AFROTC.

3.2.6.2.3. The cadet made every reasonable effort to alleviate the situation.

3.2.6.2.4. Disenrollment will eliminate or materially alleviate the condition.

3.2.6.2.5. There are no readily available means to alleviate the situation other than disenrollment.

3.3. Investigative Disenrollment Procedure

3.3.1. AFROTC detachment commanders will initiate investigative disenrollment actions when evidence as defined in [paragraph 3.2](#) exists. AFROTC Region/CCs and the AFROTC/CC may direct investigative disenrollment. **In a commander's absence, the senior officer assigned to a detachment may initiate disenrollment action on the commander's behalf.**

3.3.2. Initiate investigative disenrollment action using the AFROTC IMT 10 ([Attachment 2](#)). The commander initiating disenrollment action completes Part I of the AFROTC IMT 10 in ink or typed as follows:

3.3.2.1. Fill in the cadet's full name.

3.3.2.2. Check the box indicating the reason for initiating the disenrollment action. If necessary, check more than one box.

3.3.2.3. In the space provided under the heading "Specifically," briefly describe the circumstances leading to the disenrollment action. Attach a continuation sheet if necessary.

3.3.2.4. Select an officer or non-commissioned officer (NCO) to serve as the cadet's Military Advisor (MA). (Upon request by the cadet, the MA advises the cadet in matters of military bearing, assists the cadet with preparation of documents in a professional, military format, and assists the cadet in obtaining copies of instructional guidance relevant to AFROTC disenrollments.) The MA must be available to assist the cadet until the Report of Investigation (ROI) is sent to HQ AFROTC. The MA may not be a judge advocate or paralegal. Type or print the MA's name and rank in the space provided.

3.3.2.5. Select an officer to serve as the Investigating Officer (IO). Type or print the individual's name and rank in the space provided. The IO should be the most unbiased, impartial officer reasonably available. The IO may be a cadre staff member; Air Force Institute of Technology (AFIT) student; Regional Director of Admissions (RDA); or an active duty officer from another ROTC unit, support base, or other military service. The IO should be an officer with suitable experience and temperament to conduct the investigation effectively. The IO may not be an Active Duty at the Detachment (ADD) lieutenant. If the unit commander has no satisfactory individual to appoint as IO, contact the AFROTC Region/CC for assistance.

3.3.2.6. Fill in the date and signature block, and sign at the bottom of Part I.

3.3.2.7. Attach evidence supporting the disenrollment action to the AFROTC IMT 10.

3.3.3. When Part I of the AFROTC IMT 10 has been completed and signed by the initiating commander (or senior officer, in the commander's absence) serve the AFROTC IMT 10 on the cadet along with the AFROTC IMT 111, **Student Status Statement of Understanding**. The AFROTC IMT 111 is used to verify mailing address and the **contracted DOG**. The cadet has 24 hours to consider available options, complete Part II, and return the AFROTC IMT 10 to the Det/CC.

3.3.4. If the cadet cannot or does not return the AFROTC IMT 10 within 24 hours, process the case in absentia in accordance with [Chapter 5](#).

3.3.5. The cadet completes Part II of the AFROTC IMT 10 as follows:

3.3.5.1. Acknowledges receipt of the AFROTC IMT 10 and understanding of facts relevant to investigative disenrollment by placing their initials next to each statement, 1 thru 8. The Detachment/CC should do items 1 thru 8 with the cadet before releasing the paperwork.

3.3.5.2. Indicates willingness or refusal to continue AFROTC training and accepting a commission by selecting “WILL” or “WILL NOT,” as appropriate, and placing their initials on lines 9 and 10.

3.3.5.3. Indicates whether they dispute that they will owe a debt to the government for failure to complete the contracted active duty service commitment by selecting “DO” or “DO NOT,” as appropriate, and place their initials on line 11.

3.3.5.4. Indicates whether they waive the right to a disenrollment investigation by selecting “DO” or “DO NOT,” as appropriate, and placing their initials on line 12a.

3.3.5.5. Indicates that they waive the right to a disenrollment investigation, and whether or not they also waive the 10-day period to submit a written statement of evidence by selecting “DO” or “DO NOT,” as appropriate, and placing their initials on line 12b.

3.3.6. Once the AFROTC IMT 10 is served on the cadet, a disenrollment investigation **must be completed** (unless waived by the cadet) **and the case file forwarded to AFROTC/RRFD** for review and final action.

3.3.7. The cadet may change elections made on the AFROTC IMT 10 until the case file is forwarded to HQ AFROTC. Changes may be made by pen and ink amendment of the AFROTC IMT 10 (cadet will date and initial all changes), by executing a new AFROTC IMT 10 (attach the original AFROTC IMT 10 to the new one), or by attaching a memorandum to the AFROTC IMT 10. Anticipatory breach may be rescinded by the cadet prior to completing the Receipt of Notification (RON), Part II of the AFROTC IMT 10. However, once the cadet has signed Part II indicating refusal to continue training or accept a commission, the anticipatory breach is complete and may not be rescinded. If the desires of the cadet change and they wish to continue in the program after signing Part II of the AFROTC IMT 10, the cadet may offer statements to that effect during the disenrollment investigation as evidence in their behalf. If this occurs, HQ AFROTC may disenroll, probationally disenroll, or retain the cadet, whichever is in the best interest of the Air Force.

3.3.8. Disenrollment actions where the cadet “WAIVES” the right to a disenrollment investigation.

3.3.8.1. Provide a copy of the AFROTC IMT 10 with Parts I and II completed and evidence supporting the disenrollment action to the cadet. Provide a copy of the AFROTC IMT 10 to the MA. Retain the original.

3.3.8.2. The initiating commander may direct that a disenrollment investigation be conducted despite the cadet’s waiver. Do so by signing a memorandum to that effect and providing a copy of the AFROTC IMT 10 (with the memorandum attached) to the IO. Conduct the disenrollment investigation IAW [paragraphs 3.4 - 3.8](#).

3.3.8.2.1. If the cadet waived the right to a disenrollment investigation and a 10-day response period, and the initiating commander did not direct a disenrollment investigation, then the AFROTC IMT 10 is complete. When the AFROTC IMT 10 is complete:

3.3.8.2.1.1. The detachment staff prepares a draft DD Form 785 (do not sign the form. Only HQ AFROTC/RR can sign the DD Form 785 for AFROTC cadets).

3.3.8.2.1.2. The initiating commander prepares the AFROTC IMT 22 IAW AFOATSI 36-2011 (paragraph 5.4).

3.3.8.2.1.3. Attach the draft DD Form 785, original AFROTC IMT 10, and evidence supporting the disenrollment action to the AFROTC IMT 22 and forward it to HQ AFROTC/RRFD IAW [Attachment 9, Column 2](#).

3.3.9. Disenrollment actions where the cadet “DOES NOT WAIVE” the right to a disenrollment investigation.

3.3.9.1. Provide a copy of the AFROTC IMT 10 with Parts I and II completed and evidence supporting the disenrollment action to the cadet and the IO. Provide a copy of the AFROTC IMT 10 to the MA. Retain the original.

3.3.9.2. The IO conducts the disenrollment investigation IAW [paragraph 3.4](#), and prepares the ROI ([paragraph 3.8](#)).

3.3.9.3. When the ROI is complete, the IO or the detachment staff serves a copy of the ROI (with all attachments) on the cadet. The cadet acknowledges receipt by completing Part III of the AFROTC IMT 10.

3.3.9.4. The cadet has 10 days from the date they acknowledge receipt of the ROI to submit matters in response to the ROI. The cadet may waive the 10-day response period by circling the appropriate option in Part III of the AFROTC IMT 10.

3.3.9.5. When the 10 day response period has lapsed (or been waived), the initiating commander prepares the AFROTC IMT 22. Attach a completed draft DD Form 785, the original AFROTC IMT 10, the ROI, and any statements/evidence submitted by the cadet to the AFROTC IMT 22 and forward it to HQ AFROTC/RRFD IAW [Attachment 9, Column 2](#).

3.4. The Disenrollment Investigation

3.4.1. The disenrollment investigation is a non-adversarial process to gather all the facts in each cadet's case so the Det/CC can make an informed recommendation to HQ AFROTC for retention, disenrollment, involuntary EAD, recoupment, probation, and/or release. The investigation must be conducted so the cadet has the opportunity to present evidence for consideration by the IO, Det/CC, and the disenrollment authority at HQ AFROTC. The disenrollment investigation is the cadet's opportunity to dispute whether they will owe any debt to the government for failure to fulfill the contracted active duty service commitment.

3.4.2. The cadet may challenge the IO for cause by submitting a memorandum to the initiating commander stating reasons why the IO is biased or otherwise cannot act in an impartial manner in their case. The initiating commander considers the challenge in consultation with AFOATS/JA. Appoint a new IO if the challenge is justified. If not justified, the unit commander prepares a memorandum explaining why the challenge is not justified, provides a copy to the cadet, and includes a copy in the disenrollment case file.

3.4.3. Upon receipt of the AFROTC IMT 10, the IO contacts the cadet and arranges a time for the cadet to make a personal appearance before the IO. The personal appearance should occur within 10 days of the cadet's receipt of the AFROTC IMT 10. The IO may grant an extension beyond 10 days, but should note and explain any such delay beyond 10 days in the ROI.

3.5. Personal Appearance

3.5.1. The personal appearance is the cadet's opportunity to present their case directly to the IO. At the personal appearance, the cadet may make an oral statement to the IO. The cadet may provide for other individuals to offer testimonial evidence in the cadet's behalf. Any individual offering testimonial evidence at the personal appearance should be sworn in by the IO using the following oath: "Do you swear (or affirm) that the statements you are about to make in this matter shall be the truth, the whole truth, and nothing but the truth, so help you God?" The IO should prepare a summary of statements given by the cadet and any other witness and include that summary in the ROI. Do not prepare a verbatim transcript of the cadet's oral statement or witnesses' testimony.

3.5.2. The cadet may also point out issues the cadet believes are relevant to a full and fair consideration of the disenrollment action without presenting direct evidence. The IO should note all issues raised by the cadet and investigate them if appropriate. (If the cadet feels the IO's investigation or discussion of any matter in the ROI is inadequate, the cadet may submit written evidence in response to the ROI.)

3.5.3. A civilian attorney or a member of the cadet's immediate family may attend the personal appearance, if the cadet desires. However, the IO has the discretion and authority to limit the number of individuals present at the personal appearance at any one time to insure safety, efficiency, and good order and discipline. The personal appearance is not a trial or hearing and the IO is not a judge. Rules of evidence or procedure applicable in courts do not apply. If others in attendance interfere in any way with the hearing, the IO may disallow their attendance.

3.5.4. If a representative of the cadet's college or university requests to be present at the personal appearance, the IO insures arrangements are made for the school representative to attend.

3.6. Documentary Evidence

3.6.1. The IO should review the cadet's Unit Personnel Records Group (UPRG) and any other relevant documents. Include copies of relevant records in the ROI.

3.6.2. The cadet may submit documentary evidence in their behalf at any time during the disenrollment investigation. While the cadet has the right to make a personal appearance before the IO, any matter the cadet believes will be significant in deciding the case should be presented in written or documentary form to the IO. The IO includes all documentary evidence provided by the cadet in the ROI.

3.7. Other Investigative Steps

3.7.1. The IO may perform any other investigative steps necessary to fully document the facts of a cadet's case. This may include locating and interviewing witnesses. Witnesses may be sworn in using the following oath: "Do you swear (or affirm) that the statements you are about to make in this matter will be the truth, the whole truth, and nothing but the truth, so help you God?"

3.7.2. The IO should investigate any issues or allegations made by the cadet during the disenrollment investigation which are not already established or disproved by the evidence (e.g., unfair treatment by unit personnel, administrative errors, false or incorrect information) on which the disenrollment action is based, or inconsistencies between unit evidence and evidence submitted by the cadet. The IO will either interview applicable individuals to obtain the information necessary to address the cadet's issues or explain in the ROI why further investigation was unnecessary. If any Equal Opportunity and Treatment (EOT) issues arise during the course of the investigation (e.g., sexual harassment or unlawful discrimination), consult with AFOATS/JA before contacting the unit's servicing Military Equal Opportunity office. If any other criminal activity arises in the course of the investigation contact AFOATS/JA.

3.8. The Report of Investigation (ROI)

3.8.1. The IO will prepare the ROI IAW [Attachment 3](#). The ROI is a factual summary of all evidence compiled by the IO during the investigation. All facts cited in the ROI will be supported by attached documentation. THE IO SHOULD NOT INCLUDE ANY OPINIONS, CONCLUSIONS, OR RECOMMENDATIONS IN THE ROI.

3.8.2. The IO (or the detachment staff) provides a copy of the ROI to the cadet for review. The cadet acknowledges receipt of the ROI by signing Part III of the AFROTC IMT 10. The cadet has 10 calendar days to submit any further rebuttals or challenges to the ROI for inclusion in the disenrollment case file. The cadet may waive the 10 calendar day response time in Part III of the AFROTC IMT 10.

3.8.3. After the 10 calendar day response period, the IO (or the detachment staff) submits the final ROI with all evidence and attachments (including the cadet's rebuttal/response, if any) to the Det/CC.

3.9. Final Actions of the Det/CC

3.9.1. The Det/CC reviews the case file. If the investigation was not waived, the commander ensures the ROI thoroughly addresses the reason or reasons for the disenrollment actions and all issues or allegations raised by the cadet. The ROI should not contain any opinions,

conclusions, or recommendations by the IO. The commander ensures the cadet has either had 10 calendar days to respond to information in the case file or has waived the 10-day response period in the AFROTC IMT 10.

3.9.2. The Det/CC completes an AFROTC IMT 22 and makes a specific recommendation concerning the cadet's disenrollment or continuation in the AFROTC program, and a recommendation for the DD Form 785, Section 4.

3.9.3. Forward the disenrollment package to HQ AFROTC/RRFD.

Chapter 4

HQ AFROTC/RRFD Process

4.1. In-Process

4.1.1. Once a package is received via mail at HQ AFROTC/RRFD it is entered into the disenrollments database, then reviewed for completeness and accuracy.

4.1.2. Return Without Action (RWOA). HQ AFROTC/RRFD may RWOA a case file due to legal insufficiency (lack of evidence, regulatory guidance not followed, poor package, missing documents, etc.) or need for further investigation. If a case file contains minor errors, HQ AFROTC/RRFD will call the detachment and request additional information or documents. **The detachment then has 2 weeks to provide requested information before the package is RWOA or accepted.**

4.2. Review process

4.2.1. Once the package has been reviewed for completeness and accuracy the review process begins with the disenrollment section NCOIC. The disenrollment NCOIC makes recommendations via an AFROTC IMT 24, **Disenrollment Review**. The package is then forwarded to the Chief of Disenrollments who reviews the case file and makes a recommendation on the AFROTC IMT 24. The Chief, Force Management (HQ AFROTC/RRF) then makes a recommendation and forwards it to the AFOATS/JA. AFOATS/JA reviews the case file for legal sufficiency and forwards to HQ AFROTC/RR for a final decision. If EAD is the decision, then the package must be routed to and signed by HQ AFROTC/CC.

4.3. Out-Process/Detachment Actions upon HQ AFROTC Decision

4.3.1. Once a final decision has been made, there are several more steps that occur depending on the outcome. All packages return to HQ AFROTC/RRFD for distribution and final actions. HQ AFROTC/RRFD updates "WINGS" to prepare the cadet record for final action by the detachment. Copies are made and a package is prepared for the detachment. For all outcomes, once a decision is final and the detachment has been notified, **the detachment must notify the cadet via an AFROTC IMT 16 (or MFR if in absentia) and**

provide a copy to HQ AFROTC/RRFD. The detachment is also responsible for final actions in the “WINGS” program.

4.3.1.1. EAD. If EAD is the final decision, HQ AFROTC/CC puts together and forwards a package to Air Force Personnel Center (AFPC) and the detachment. AFPC is not required to allow the cadet to continue in school until the DOG on the AFROTC IMT 111. AFPC will normally bring a disenrolled cadet on active duty based on the cadet's contracted graduation date, unless the cadet has stopped attending school. Since the disenrolled cadet is no longer a member of AFROTC, HQ AFPC/DPPAES is the approving office for educational delays. The detachment must advise the cadet that AFPC will notify the cadet of the call to EAD. If the cadet has any questions, the cadet may contact HQ AFPC/DPPAEQ, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, commercial (210) 565-3569. The detachment must also have the cadet certify a current and permanent mailing address, present student status, and scheduled graduation date. **The detachment should also forward a counseling record signed by the cadet acknowledging receipt and their understanding of the actions taken to HQ AFPC/DPPAEQ with a copy to HQ AFROTC/RRFD.**

4.3.1.2. Recoupment. If recoupment of scholarship funds is the final decision, HQ AFROTC/RRFD prepares separate distribution packages and forwards them to HQ ARPC, HQ AFOATS/SDFA, and to the detachment. The detachment should notify the cadet of the outcome within 10 workdays. The cadet will be contacted by Defense Finance and Accounting Services (DFAS) regarding repayment of scholarship debt.

4.3.1.3. Release. If release is the final decision, HQ AFROTC/RRFD prepares and forwards a distribution package to HQ ARPC and the detachment. The detachment should notify the cadet in writing and provide a copy of the DD Form 785 within 10 workdays. HQ ARPC will send a copy of the discharge order to the cadet when completed.

4.3.1.4. Retain/Probation. If retain and or probation is the final decision, the package will be returned to the detachment with further instructions in Section IV of the AFROTC IMT 22.

Chapter 5

Investigative Disenrollment in Absentia

5.1. Rules of Engagement

5.1.1. An investigative disenrollment action may be processed in absentia when the cadet is not available to participate in person, declines to participate, or fails to respond to notification of the disenrollment action. Additionally, if a cadet becomes physically unavailable or ceases to participate in the disenrollment action, process the case as an in absentia disenrollment from that point forward.

5.1.2. If the detachment is unable to serve the AFROTC IMT 10 on the cadet in person, forward the AFROTC IMT 10 (with attached evidence supporting the disenrollment action) under cover of a letter explaining the action, and direct the cadet to complete and return the AFROTC IMT 10 within 30 calendar days of receipt. **Do not forward original copies of evidence.** Send the AFROTC IMT 10 to the cadet's last known address via certified mail, return receipt requested, and restricted delivery. Keep all receipts to document efforts to contact the cadet. If the cadet does not respond to the AFROTC IMT 10 sent by certified mail, the commander should exhaust all reasonable attempts to contact the cadet. Consider leaving messages with known friends, classmates, teachers, roommates, parents, or work locations. Maintain a copy of all documentation and mail receipts, as well as memos of record documenting efforts to contact the cadet.

5.1.3. If the cadet responds to the AFROTC IMT 10 within 30 days and waives the right to a disenrollment investigation, the Det/CC completes the disenrollment action IAW [paragraph 3.3.8](#).

5.1.4. If the cadet fails to respond after a 30-day period, or if the cadet responds and does not waive the right to a disenrollment investigation, the Det/CC provides a copy of the AFROTC IMT 10 (with attachments) to the IO. The IO then conducts an investigation and prepares the ROI IAW [paragraph 3.8](#). If the cadet is unable or unwilling to make an appearance before the IO, the personal appearance may be conducted by telephone, video teleconference, or similar technology.

5.1.5. Serve the ROI on the cadet via certified mail, return receipt requested, and restricted delivery. Keep copies of receipts. If the cadet does not respond within 30 days, the initiating commander prepares the AFROTC IMT 22 and submits the case file to HQ AFROTC/RRFD IAW [paragraph 3.9](#) above.

Chapter 6

Reopening Investigations

6.1. Further Investigation

6.1.1. HQ AFROTC/RRFD may return a case file without action due to legal insufficiency (lack of evidence, regulatory guidance not followed, etc.) or need for further investigation. In such cases, the investigation action must be reopened.

6.2. To Reopen an Investigation

6.2.1. Notify the cadet, MA, and IO in writing that the investigation is reopened and the cadet has the same rights as before. The cadet will be granted the opportunity to review the AFROTC IMT 10 and make changes as desired. The Det/CC will ensure the cadet is afforded all rights as requested.

6.2.2. The first investigation will be used by the IO and it will be attached to the new investigation for consideration by the Det/CC and HQ AFROTC/RRFD, unless directed otherwise by HQ AFROTC/RRFD.

6.2.3. If the original IO is unavailable or has developed a bias in the case, a new IO must be appointed. Ensure the cadet is granted the opportunity to challenge the new IO for cause.

6.2.4. Ensure the cadet is granted the opportunity to review all new evidence gathered and is given the opportunity to respond to the evidence. The IO will provide the cadet a copy of any changes or additions to the ROI IAW [paragraph 3.8.2](#).

Chapter 7

Suspended Disenrollment with Probation

7.1. Overview. Upon review of a disenrollment package, HQ AFROTC/RR may offer the cadet suspended disenrollment and probation in lieu of disenrollment. HQ AFROTC/RR will determine the probation conditions and length. A cadet offered probation is allowed to continue in AFROTC. Failure to meet any term or condition of probation, or failure to meet any AFROTC retention standard is a basis to revoke probation and execute the suspended disenrollment.

7.2. Offer. The offer of suspended disenrollment with probation will come from HQ AFROTC/RR. If the cadet does not accept the probation, the cadet will be disenrolled. The cadet acknowledges acceptance of the terms of probation by signing an AFROTC IMT 16 with the offer and terms of probation. HQ AFROTC may require, as a term of probation, that the cadet sign a new AF IMT 1056 and/or a new DD Form 4, **Enlistment/Reenlistment Document Armed Forces of the United States**.

7.3. Revocation

7.3.1. If the Det/CC believes the cadet has failed to meet a term or condition of probation or has failed to meet an AFROTC retention standard, the commander assembles evidence supporting the failure and notifies the cadet (via AFROTC IMT 16) of intent to revoke probation. Advise the cadet that he or she has 10 calendar days to respond to the new evidence. After 10 days, the Det/CC will assemble the new evidence with the cadet's response (if any), the original disenrollment case file, and forward it to HQ AFROTC/RRFD under cover of a new AFROTC IMT 22.

7.3.2. HQ AFROTC/RR may direct a new disenrollment investigation in unique or unusual cases. The cadet does not have the right to a new disenrollment investigation since the original disenrollment action afforded the cadet all rights available under applicable law and regulations, and was legally sufficient for disenrollment actions.

Chapter 8

Reentering AFROTC

8.1. Termination of Scholarship Recoupment

8.1.1. AFROTC will terminate the recoupment of scholarship money for any cadet who obtains a waiver of prior disenrollment, competes for and receives a POC enrollment allocation, and then recontracts/reenlists. The cadet must submit a letter of request to terminate scholarship recoupment ([Attachment 6](#)). **Cadets should be counseled via AFROTC IMT 16 to ensure they understand that termination of the recoupment of scholarship money is contingent upon receipt of an Air Force commission.** If the cadet is commissioned, any AFROTC scholarship money previously recouped by the government will be refunded to the cadet.

8.1.2. HQ AFROTC will consider terminating the recoupment debt of disenrolled cadets who complete 2 years of continuous enlisted active duty service or who receive an active duty commission. A commission or enlistment in the Guard or Reserves does not apply unless two years of continuous active duty service is completed. To request termination contact HQ AFROTC/RRFD for guidance. Termination requests must meet the criteria above and be submitted to HQ AFROTC/RRFD no later than 3 years from the individual's effective date of disenrollment listed on the DD Form 785. Requests received after the 3-year cut-off date will not be considered.

8.1.3. Cadets disenrolled with recoupment who return to AFROTC, contract into AFROTC, and are subsequently disenrolled with recoupment again will be liable for scholarship funds from their first disenrollment as well as current enrollment.

8.2. Rescind Call to EAD. A disenrolled cadet called to EAD who receives a new enrollment allocation, and recontracts/reenlists may request rescission of the call to EAD. Detachments must indorse and submit the request to HQ AFROTC/RRFD using the letter format at [Attachment 7](#). **Cadets should be counseled via AFROTC IMT 16 to ensure they understand that termination of the call to EAD is contingent upon receipt of an Air Force commission.**

Chapter 9

Disenrollment Appeals Process

9.1. Disenrollment Appeals Process. Disenrolled cadets may appeal their disenrollment, call to EAD, or recoupment action. AFROTC/CC is the appeal authority for AFROTC disenrollments. Requests for reconsideration of the disenrollment decision will always be reviewed; however, changes will only be made based upon new evidence that was not available during the investigation. Submit appeals to HQ AFROTC/CC, 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106, no later than 3 years from the individual's effective date of disenrollment

listed on the DD Form 785. Requests received after the 3-year cut-off date will not be considered.

Chapter 10

Miscellaneous Matters

10.1. Release of Cadet Record

10.1.1. At any time during the disenrollment process, a cadet is permitted to review their UPRG upon request. A cadet may submit a written request to the detachment records custodian for copies of specific records desired from the cadet's UPRG. (Remove any Privacy Act information about individuals other than the cadet before releasing copies of the records.)

10.1.2. Cadets may obtain completed copies of their disenrollment case file by submitting a written request to the Freedom of Information Act (FOIA) and Privacy Act (PA) office, 42 CS/SCBR, 170 W. Selfridge Street C-5, Maxwell AFB, AL 36112, citing the FOIA or PA. The request must list the specific information desired.

10.2. Returning Cadet Identification Card. Returning Identification Card. Upon initiation of any disenrollment action, the Det/CC will obtain and hold the cadet's DD Form 2 (ACT), **Armed Forces of the United States Geneva Convention Identification Card (ACTIVE)**, or DD Form 2842, **DOD Public Key Infrastructure (PKI) Subscriber Certificate Acceptance and Acknowledgement of Responsibilities**, pending outcome of the disenrollment action (unless cadet is a dependent of a military member). During the disenrollment process, the Det/CC may authorize the cadet the use of the ID card, if required. If retained in the program, the ID card will be returned to the cadet. Immediately forward disenrolled cadet ID cards to host Security Forces, Pass and Registration office for destruction. Notify cadet of their responsibility to turn in any vehicle decals or extended passes received from a base vehicle registration office.

10.3. The DD Form 785. Record of Disenrollment from Officer Candidate-Type Training. Submit a draft DD Form 785 ([Attachment 8](#)) with all disenrollment case files. Upon disenrollment, the DD Form 785 is the only permanent record of disenrollment and is filed at the National Personnel Records Center, 9700 Page Blvd, St Louis, MO, 63132-5100. Complete only Sections I, II, and IV (remarks only). HQ AFROTC/RRFD completes Sections III and IV. AFROTC/CC and the designated representative at HQ AFROTC are the only people authorized to sign the DD Form 785.

10.4. IMTs/Forms:

10.4.1. Prescribed: AFROTC IMT 10, **Administrative Disenrollment Action Worksheet**; AFROTC IMT 24, **Disenrollment Review**.

10.4.2. Adopted: DD Form 2 (ACT), **Armed Forces of the United States Geneva Convention Identification Card (ACTIVE)**; DD Form 4, **Enlistment/Reenlistment Document – Armed Forces of the United States**; DD Form 214, **Certificate of Release or**

Discharge from Active Duty; DD Form 785, Record of Disenrollment from Officer Candidate – Type Training; DD Form 2351, DOD Medical Examination Review Board (DODMERB) Report of Medical Examination, DD Form 2492, DOD Medical Examination Review Board (DODMERB) Report of Medical History, DD Form 2842, DOD Public Key Infrastructure (PKI) Subscriber Certificate Acceptance and Acknowledgement of Responsibilities, SF 88, Medical Record – Report of Medical Examination, SF 93, Report of Medical History, AF IMT 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force; AF IMT 1056, Air Force Reserve Officer Training Corps (AFROTC) Contract; AF IMT 2030, USAF Drug and Alcohol Abuse Certificate; AFROTC IMT 16, Officer Candidate Counseling Record; AFROTC IMT 20, Application for AFROTC Membership; AFROTC IMT 22, Cadet Personnel Action Request; AFROTC IMT 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials; AFROTC IMT 48, Planned Academic Program; AFROTC IMT 111, Student Status Statement of Understanding; AFROTC IMT 704, Academic Performance Inquiry.

STEVEN E. WAYNE
Colonel, USAF
Commander, Air Force ROTC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Section 2107, *Financial Assistance Program for Specially Selected Members*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2012, *Record of Disenrollment from Officer Candidate Type Training—DD Form 785*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

AFI 36-2604, *Service Dates and Dates of Rank*

AFI 37-132, *Air Force Privacy Act Program*

AFOATSI 36-2007, *AFOATS Weight and Fitness Programs*

AFOATSI 36-2011, *Administration Of Senior Air Force ROTC Cadets* (will convert to AFROTCI 36-2011)

AFOATSI 36-2013, *AFROTC POC, Pilot And Navigator Allocations Management*

AFROTCI 36-2019, *AFROTC Scholarship Programs*

Abbreviations and Acronyms

ADD Lt Active Duty at Detachment Lt

ADSC Active Duty Service Commitment

AFIT Air Force Institute of Technology

AFOATS Air Force Officer Accession and Training Schools

AFOQT Air Force Officer Qualifying Test

AFPC Air Force Personnel Center

AFROTC Air Force Reserve Officer Training Corps

AFSC Air Force Specialty Code

APAS Assistant Professor of Aerospace Studies

AS Aerospace Studies

ASCP.....	Airman Scholarship Commission Program
ATP.....	Advanced Training Program
AY.....	Academic Year
CE	Conditional Event
CSP	College Scholarship Program
DFAS	Defense Finance and Accounting Services
DOB	Date of Birth
DOC	Date of Commissioning
DODMERB.....	Department of Defense Medical Examination Review Board
DOG.....	Date of Graduation
EAD	Extended Active Duty
EOT.....	Equal Opportunity and Treatment
FSIE	Freshman Self-Initiated Elimination
FT.....	Field Training
FTMARS.....	Failure to Maintain Academic Retention Standards
FTMMRS	Failure to Maintain Military Retention Standards
FTPR.....	Field Training Performance Report
FY	Fiscal Year
GMC	General Military Course
GPA.....	Grade Point Average
IAW.....	In Accordance With
IMT	Information Management Tools
IO	Investigating Officer
JA	Judge Advocate
LLAB	Leadership Laboratory

MA	Military Advisor
MAW	Maximum Allowable Weight
N/A.....	Not Applicable
NCO	Non-Commissioned Officer
OPR.....	Office of Primary Responsibility
ORS.....	Obligated Reserve Section
OTS	Officer Training School
PAS	Professor of Aerospace Studies
PDT	Professional Development Training
PFT.....	Physical Fitness Test
PMT	Professional Military Training
PNA.....	Period of Nonattendance
POC.....	Professional Officer Course
RDA	Regional Director of Admissions
ROI.....	Report of Investigation
ROTC.....	Reserve Officer Training Corps
SAF	Secretary of the Air Force
SIE.....	Self-Initiated Elimination
SOAR.....	Scholarships for Outstanding Airmen to ROTC
SSN	Social Security Number
UPRG.....	Unit Personnel Records Group
UCMJ.....	Uniform Code of Military Justice
USAFA	United States Air Force Academy
USC.....	United States Code
YR.....	Year

Terms

Academic Term—A semester, trimester, quarter, or other comparable unit of an academic year.

Academic Year (AY)—Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

Aerospace Studies (AS)—The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

AFROTC Graduate—A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed field training, and is awarded at least a baccalaureate degree.

Airman Scholarship Commissioning Program (ASCP)—A program that awards AFROTC scholarships to airmen on active duty and provides for their discharge from active duty to enter the AFROTC program under scholarship.

Cadet—A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC or is on scholarship. To remain a cadet, the individual must maintain prescribed retention standards. Also called a “member.”

Conditional Event—A result of a contract cadet’s failure to maintain academic or military retention standards. Cadets receiving a conditional event are counseled in writing of the deficiency that resulted in the conditional event.

Contract Cadet—An AFROTC cadet who has executed an AF IMT 1056, **Air Force Reserve Officer Training Corps Contract**, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Disenrollment—The elimination of a contract GMC or POC cadet from program membership.

Involvement—Any offense, violation of law or ordinance, or any other incident causing involvement with civil, military, or school authorities, regardless of final disposition.

Member—A student who meets all applicable eligibility requirements and is admitted to membership in the GMC, POC, or on scholarship. To remain a member, the individual must maintain prescribed retention standards. Also called a “cadet.”

Obligated Reserve Section (ORS)—The reserve element against which AFROTC cadets are assigned.

Two-Year Program—A program consisting of an extended encampment, the POC, and LLAB.

Transcript—A school-prepared cumulative record of an individual's academic performance. Such records need not contain the official seal, embossment, signature of the institutional registrar, or comparable authentication, unless otherwise specified in this instruction.

Attachment 2

AFROTC IMT 10, ADMINISTRATIVE DISENROLLMENT ACTION WORKSHEET

ADMINISTRATIVE DISENROLLMENT ACTION WORKSHEET	
PART I: NOTIFICATION <i>(Completed by detachment commander or by senior officer assigned, if in detachment commander's absence)</i>	
I am initiating disenrollment action IAW AFROTCI 36-2015 against Cadet <u>Judy Guidas</u>	
I am Initiating this action for the following reason or reasons: <i>(check all that apply):</i>	
<input checked="" type="checkbox"/> Failure to Maintain Academic Retention Standards (FTMARS) <input checked="" type="checkbox"/> Failure to Maintain Military Retention Standards (FTMMRS) <input type="checkbox"/> Indifference to training <input type="checkbox"/> Breach of the AFROTC contract <input type="checkbox"/> Anticipatory Breach <input type="checkbox"/> Humanitarian <input type="checkbox"/> Other: _____	Specifically: <u>Failed to maintain</u> <u>CUM GPA higher than</u> <u>2.0. Failed to attend</u> <u>LLAB classes.</u>
Although I'm initiating this action for this reason or reasons, the cadet's possible disenrollment from AFROTC is not limited to these particular reason or reasons. <u>Tsgt Claude Dean Clark</u> is hereby appointed <i>(with the concurrence of the commander concerned, if necessary)</i> to serve as the cadet's Military Advisor (MA). If requested by the cadet, the MA will advise the cadet on matters regarding military bearing, will assist the cadet in obtaining copies of the cadet's military records (including AFROTC contract and UPRG) and relevant instructions, and will provide general administrative assistance to the cadet. The MA is not an attorney and cannot represent the cadet or give the cadet legal advice. <u>Capt Bob Mayers</u> is hereby appointed <i>(with the concurrence of the commander concerned, if necessary)</i> to serve as the Investigating Officer (IO). The IO will review the attached evidence and conduct any additional investigation necessary to discover and document facts relevant to this disenrollment action. The IO will:	
1) Upon request of the cadet, allow the cadet to make a personal presentation before you. 2) Upon request of the cadet's college/university, allow a college/university official or faculty member to be present as an observer during meetings with the cadet. 3) Prepare a Report of Investigation (ROI) IAW AFROTCI 36-2015, Attachment 3. The report is due to me 10 days after the cadet signs acknowledging notification of this disenrollment action in Part II below. <i>(The detachment commander may grant extensions)</i> . The ROI will be used to determine whether the cadet should be disenrolled and, if so, whether they should be ordered to enter active duty or required to repay scholarship benefits received.	
DATE: <u>1 Nov 2004</u>	<u>Jana L. Grimsley</u> (SIGNATURE) <u>Tina L. Grimsley, Col</u> COMMANDER (NAME, RANK)
Part II: RECEIPT OF NOTIFICATION (RON) / CADET ELECTIONS <i>(Completed by cadet)</i>	
You must initial each item below acknowledging notification of the following:	
1. <u>JG</u> I acknowledge receipt of this notification of disenrollment action and understand that I must return this worksheet with Part II completed along with the AFROTC IMT 111, Student Status Statement of Understanding, to my detachment commander within 24 hours.	
2. <u>JG</u> If I am disenrolled, AFROTC will complete a DD Form 785, Record of Disenrollment from Officer Candidate-Type Training. The DD Form 785 will contain a recommendation as to whether I should be considered for future officer training in any United States Armed Service.	

3. JG If I am disenrolled, I will probably be involuntarily called to extended active duty (EAD) in my enlisted grade for 2 to 4 years or be ordered to repay scholarship monies paid. HQ AFROTC decides whether to order EAD or repayment of scholarship monies; it is not my choice. I understand the following statement of benefits is an estimate prepared from AFROTC unit records and HQ AFOATS/SDF will determine the official amount.

a. Subsistence Allowances Paid to Date: \$1,000.00

b. Scholarship Monies: \$1,000.00

c. Tuition and Fees: \$1,000.00

d. Books: \$1,000.00

e. Total: \$4,000.00

4. JG During the course of this disenrollment action, and until final disposition of my case by HQ AFROTC, I must continue to attend all AFROTC academic and LLAB classes in addition to maintaining all other contractual obligations.

5. JG The disenrollment investigation is a non-adversarial, fact-finding investigation. The IO's job is to document the facts of my case. I have the right to make a personal appearance before the IO and to present witnesses and other evidence in my behalf at that personal appearance. Although the IO will include written summaries of oral presentations in the report, I understand that any information I feel is important to my case should be submitted in writing to insure reviewing authorities have it.

6. JG If I believe that the Investigating Officer (IO) is biased against me, I have the right to challenge the IO for cause. I must present a written challenge, stating the reasons that I feel the IO cannot be unbiased, to my detachment commander within 24 hours of the time I received this notification.

7. JG If I believe that the Military Advisor (MA) is biased against me, I have the right to challenge the MA for cause. I must present a written challenge, stating the reasons that I feel the MA cannot be unbiased, to my detachment commander within 24 hours of the time I received this notification.

8. JG The Air Force will not provide me with an attorney at government expense. I may retain and consult with a civilian attorney of my choosing at no expense to the government. The disenrollment investigation process will not be delayed to accommodate my attorney's availability.

You must make the following elections (select applicable answers and initial beside):

9. JG I ☒ (WILL) (WILL NOT) continue AFROTC training if given the opportunity. (WARNING: Choosing "WILL NOT" constitutes breach of the AFROTC contract and is a basis for disenrollment and recoupment or call to enlisted

10. JG I ☒ (WILL) (WILL NOT) accept a commission as an Air Force officer if one is tendered to me through AFROTC. (WARNING: Choosing "WILL NOT" constitutes breach of the AFROTC contract, and is a basis for disenrollment and recoupment or call to enlisted active duty.)

11. JG I ☒ (DO) (DO NOT) contest that I will owe a debt to the government if I fail to complete my contracted active duty service commitment.

12a. JG I ☒ (DO) (DO NOT) waive my right to a disenrollment investigation. (If you choose "DO," no disenrollment investigation will occur unless the detachment commander or higher headquarters specifically directs an investigation. If you waive your right to a disenrollment investigation, you will have 10 days to submit written matters in your behalf. Even if you waive your right to a disenrollment investigation, AFROTC may still call you to active duty or require you to repay scholarship benefits. You may revoke your waiver at any time before your case is submitted to HQ AFROTC by submitting a written memorandum to that effect.)

Make the election below only if you choose to waive your right to a disenrollment investigation.

12b. JG I ☒ (DO) (DO NOT) waive my right to a 10-day period in which I may submit written matters in my behalf.

DATE: 1 Nov 04

(SIGNATURE) Judy Guidas

CADET, AFROTC (PRINTED NAME) Judy Guidas

Distribution, upon completion of Parts I and II: Original - retained in case file
Cadet, MA, IO - one copy each

Part III: SERVICE OF REPORT OF INVESTIGATION (Completed by cadet)

I acknowledge receipt of the Report of Investigation (ROI) into my potential disenrollment from AFROTC. I understand that I have 10 days to submit matters in response to the ROI. Any matters I submit will become part of the record. I ☒ (DO) (DO NOT) waive my right to a 10-day response period.

DATE: 1 Nov 04

(SIGNATURE) Judy Guidas

CADET, AFROTC (PRINTED NAME) Judy Guidas

Attachment 3

DISENROLLMENT REPORT OF INVESTIGATION

(Letterhead)

(Date)

MEMORANDUM FOR (Name and Rank of Det/CC)

FROM: (Name and Rank of Investigating Officer)

SUBJECT: Disenrollment Report of Investigation (ROI): (Cadet's Name)

1. In response to your (date) appointment letter, I conducted an investigation into the circumstances surrounding the disenrollment action you initiated against Cadet (Name) on (date of AFROTC IMT 10).

2. During the investigation with Cadet (Name), we reviewed (his or her) rights as explained in the AFROTC IMT 10. Cadet (Name) had the following questions concerning (his or her) rights. (Briefly describe any questions the cadet had concerning the rights.) Cadet (Name) had no questions. Cadet (Name) (presented or did not present) written evidence for my consideration. (He or She) (made or did not make) an oral statement. Cadet (Name) (did or did not) request (military counsel)(the presence of a university official) and that request (was or was not) fulfilled (explain).

3. **FACTUAL SUMMARY:** Prepare a factual summary of the material compiled during the disenrollment investigation. The summary should only include a synopsis of the events and circumstances leading up to the disenrollment action, a summary of the evidence against the cadet, and a summary of the evidence the cadet presented. The summary must also address any issues raised or allegations made by the cadet. Ensure that if a fact is mentioned in the ROI, a piece of evidence is attached to substantiate the fact. The ROI is only a summary, whereas, the evidence gives specifics. Discuss any inconsistencies between the detachment's evidence and material submitted by the cadet. (NOTE: DO NOT INCLUDE ANY OPINIONS, CONCLUSIONS, OR RECOMMENDATIONS IN THE REPORT OF INVESTIGATION.)

(IO's Signature Block)

Attachments:

1. Letter of Appointment of Investigating Officer (IO)
2. AFROTC IMT 10, Administrative Disenrollment Action Worksheet
3. AFROTC IMT 111, Statement of Understanding
4. Evidence to Support Disenrollment Action

I served a copy of this ROI on the cadet at (TIME) hours on (Date). The cadet did/did not waive the right to 10 calendar days to submit materials in rebuttal. _____

IO Signature/date

The cadet did/did not submit materials in rebuttal within 10 calendar days. _____

IO Signature/date

Attachment 4

APPOINTMENT OF INVESTIGATING OFFICER

(Letterhead)	(Date)
MEMORANDUM FOR (NAME)	
FROM: AFROTC Det XXX/CC	
SUBJECT: Appointment as Investigating Officer (IO)	
<p>1. Pursuant to AFI 36-2011 and AFROTCI 36-2015 [<i>and with the concurrence of your commander (see note)</i>], you are hereby appointed to conduct an investigation into the disenrollment action initiated against Cadet (Name).</p> <p>2. Familiarize yourself with the provisions of AFROTCI 36-2015, conduct the disenrollment investigation, and prepare your Report of Investigation.</p> <p>3. If the cadet chooses to waive the right to a disenrollment investigation and I approve that waiver, you will be notified of that action and this letter will be rescinded.</p>	
(Det/CC's Signature Block)	
Attachment: Copy of AFROTC IMT 10, Administrative Disenrollment Action Worksheet Evidence Supporting Reasons for Disenrollment	

NOTE: Add this language when the IO is not assigned to the same detachment as the Det/CC appointing the IO.

Attachment 5**APPOINTMENT AS MILITARY ADVISOR**

(Letterhead)	
(Date)	
MEMORANDUM FOR (NAME)	
FROM: AFROTC Det XXX/CC	
SUBJECT: Appointment as Military Advisor (MA)	
 1. Pursuant to AFI 36–2011 and AFROTCI 36–2015, you are hereby appointed as MA for Cadet (Name) from now until the ROI is sent to HQ AFROTC.	
2. Familiarize yourself with the provisions of AFI 36–2011 and AFROTCI 36–2015 and be available to assist Cadet (Name).	
 (Det/CC's Signature Block)	
Attachment: Copy of AFROTC IMT 10, Administrative Disenrollment Action Worksheet	

NOTE: The Military Advisor cannot be a Judge Advocate or Paralegal.

Attachment 6

**LETTER REQUESTING ACTION TO RECOUP SCHOLARSHIP FUNDS BE
TERMINATED**

(Letterhead)

(Date)

MEMORANDUM FOR AFROTC DET XXX/CC

FROM: Cadet (Name)

SUBJECT: Terminate Scholarship Recoupment

I request the action to recoup my scholarship funds be terminated. I received a waiver of disenrollment and reenlisted into the AFROTC program. I request any money I have paid be refunded to me. I also understand that the debt will be reinstated if I fail to commission into the United States Air Force.

(Typed Name of Cadet)

(Cadet signature)

1st Ind, AFROTC Det XXX/CC

(Date)

TO: HQ AFROTC/RRFD

Please terminate the recoupment of scholarship funds on Cadet (Name). Cadet (Name) was previously disenrolled on (Date) and was contracted into the AFROTC (ORS) program on (Date).

(Det/CC's Signature Block)

Attachments:

1. Copy of DD Form 4
2. Copy of AF IMT 1056
3. Copy of Reserve Order

Attachment 7

**LETTER REQUESTING ACTION TO RESCIND CALL TO INVOLUNTARY
EXTENDED ACTIVE DUTY (EAD)**

(Letterhead)

(Date)

MEMORANDUM FOR AFROTC DET XXX/CC

FROM: Cadet (Name)

SUBJECT: Rescind Call to Involuntary Extended Active Duty (EAD)

I request my call to EAD be rescinded. I received a waiver of disenrollment and reenlisted into the AFROTC program. I also understand that termination of my call to EAD is contingent upon my receipt of an Air Force commission.

(Typed Name of Cadet)
(Cadet Signature)

1st Ind, AFROTC Det XXX/CC

(Date)

TO: HQ AFROTC/RRFD

Please rescind the call to EAD on Cadet (Name). Cadet (Name) was previously disenrolled on (Date) and was contracted into the AFROTC (ORS) program on (Date).

(Det/CC's Signature Block)

Attachments:

1. Copy of DD Form 4
2. Copy of AF IMT 1056
3. Copy of Reserve Order

Attachment 8

DD FORM 785, RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE –
TYPE TRAINING

RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE - TYPE TRAINING				DATE SUBMITTED LEAVE BLANK	
TO: <i>(Appropriate agency of the service concerned) (Include Zip Code)</i> LEAVE BLANK			FROM: <i>(Appropriate agency of the service concerned) (Include Zip Code)</i> HQ AFROTC/RR 551 East Maxwell Blvd Maxwell AFB AL 36112-6106		
SECTION I - IDENTIFICATION INFORMATION ON STUDENT AT TIME DISENROLLED					
1. LAST NAME - FIRST NAME - MIDDLE INITIAL DOE, JOHN D.		2. RATE OR GRADE AB (E-1)	3. BRANCH OF ARMED FORCES AF Res (ORS)	4. FILE OR SERVICE NUMBER LEAVE BLANK	5. SOCIAL SECURITY NUMBER 999-99-9999
6. BIRTH	a. DATE DD MMM YY	b. PLACE City XX (State Abbreviation)			7. SEX Male or Female
8. HOME OF RECORD ADDRESS HOME OF RECORD (DD Form 4, Section A, Block 3) City State Zip Code			9. OTHER Local Address City State Zip Code		
SECTION II - PROGRAM INFORMATION APPLICABLE AT TIME DISENROLLED					
10. TRAINING STATION ADDRESS AFROTC DET ###, Address City State Zip Code		11. TYPE OF PROGRAM <i>(OCS, ROTC, Academy, NavCad, etc.)</i> AFROTC (AS Year)		12. SPECIFIC TYPE OF TRAINING <i>(Supply, Pilot training, Bombardier, Infantry, Artillery, etc.)</i> Officer Candidate, Pilot, etc.....	
13. DATE ENTERED PROGRAM DD MMM YYYY (DD Form 4, Section A, Block 5)		14. DATE DISENROLLED LEAVE BLANK		15. DATE SCHEDULED FOR COMMISSION <i>(if training had been completed successfully)</i> MMM YYYY (AF IMT 1056)	
SECTION III - REASONS AND CIRCUMSTANCES FOR DISENROLLMENT					
LEAVE SECTIONS III AND IV BLANK EXCEPT FOR THE REMARKS SECTION					
SECTION IV - EVALUATION TO BE CONSIDERED IN THE FUTURE FOR DETERMINING ACCEPTABILITY FOR OTHER OFFICER TRAINING					
1. <input type="checkbox"/> HIGHLY RECOMMENDED 2. <input type="checkbox"/> RECOMMENDED AS AN AVERAGE CANDIDATE 3. <input type="checkbox"/> SHOULD NOT BE CONSIDERED WITHOUT WEIGHING THE "NEEDS OF THE SERVICE" AGAINST THE REASONS FOR THIS DISENROLLMENT 4. <input type="checkbox"/> RECOMMENDED IF PHYSICAL DEFECTS ARE CORRECTED OR IF SUCH DEFECTS ARE NOT DISQUALIFYING FOR OTHER PROGRAMS 5. <input type="checkbox"/> DEFINITELY NOT RECOMMENDED 6. <input type="checkbox"/> OTHER REMARKS					
REMARKS Program Type (1,2, or 4 years from AFROTC IMT 1056, Block 6); CSP or POCI Length (1,2,3,or 4 from AFROTC IMT 1056, Block 14); Subsistence Amount (dollar amount); Field Training Length (4, 5, or 6 weeks); Field Training Completed (MMM YYYY); AFOQT Scores (AA-##, P-##, N-##, V-##, Q-##)					
TYPED NAME AND GRADE LEAVE BLANK			SIGNATURE LEAVE BLANK		

Attachment 9

CASE FILES

1. Non-Investigative Disenrollment	2. Investigative Disenrollment
Submit the ORIGINAL of all documents unless otherwise stated.	Submit the ORIGINAL of all documents unless otherwise stated.
<ol style="list-style-type: none"> 1. AFROTC IMT 22 (original & one copy). Fill out IAW AFOATSI 36-2011, section 5.4. 2. DD Form 785, Record of Disenrollment (Attachment 8) 3. Death Certificate (original or certified copy) 4. FSIE Memo (from cadet) 5. DD Form 4, (AFROTC enlistment) 6. DD Form 214, Certificate of Release or Discharge from Active Duty (prior service cadets) 7. AF IMT 1056 (original & one copy) 8. All medical documents (including such forms as SF 88, Medical Record-Report of Medical Examination, and SF 93, Report of Medical History, DD Form 2351, DOD Medical Examination Review Board (DODMERB) Report of Medical Examination, and DD Form 2492, DOD Medical Examination Review Board (DODMERB) Report of Medical History, etc.) 9. Fitness Report (includes ht/wt and PFT scores) 10. State of Benefits MFR (Scholarship, Tuition & Fees, Books, Subsistence paid to date) 11. AFROTC IMT 20 (or AF IMT 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force for ECP cadets) 12. Field Training Performance Report 13. Unofficial Transcripts (from all college-level schools attended). Include a key for all grading systems. Highlight all AFROTC courses. If grades are calculated include spreadsheet. 14. Reserve Assignment Orders 15. ALL AFROTC IMT 16 16. When disenrollment is final, complete an AFROTC IMT 16 to notify the cadet of the disenrollment action and forward a copy to AFROTC/RRFD 	<ol style="list-style-type: none"> 1. AFROTC IMT 22 (original & one copy). Fill out IAW AFOATSI 36-2011, section 5.4. 2. DD Form 785, Record of Disenrollment (Attachment 8) 3. Report of Investigation (ROI) with attachments (i.e., Ltr of Appt of IO; AFROTC IMT 10; AFROTC IMT 111; and evidence to support the disenrollment action, including AFROTC IMT 704) 4. Cadet (Name) 's written evidence 5. Summary of Cadet (Name)'s oral statements 6. Miscellaneous documentation (i.e. counselings, MFRs, etc.) 7. DD Form 4 (AFROTC enlistment) 8. DD Form 214 (prior service cadets) 9. AF IMT 1056 (original & one copy) 10. All medical documents (including such forms as SF 88 and 93, DD Forms 2351 and 2492, etc.) 11. Fitness Report (includes ht/wt and PFT scores) 12. AFROTC IMT 20 (or AF IMT 56 for ECP cadets) 13. AFROTC IMT(s) 35, AFROTC IMT(s) 4 14. AF IMT 2030, USAF Drug and Alcohol Abuse Certificate 15. Field Training Performance Report 16. AFROTC IMT 48, Planned Academic Program, and Unofficial Transcripts (from all college-level schools attended). Include a key for all grading systems. Highlight all AFROTC courses. If grades are calculated include spreadsheet. 17. Reserve Assignment Orders 18. ALL AFROTC IMT 16 19. When disenrollment is final, complete an AFOATS IMT 16 to notify the cadet of the disenrollment action and forward a copy to AFROTC/RRFD

Attachment 10

DISENROLLMENT INVESTIGATION GUIDE

The following is intended to be a guide – not all inclusive.
(When an action is required, the individual responsible for completing the action is bolded below.)

- A10.1. **PAS** decides on the Investigating Officer (IO) and military advisor (MA).
- A10.2. **PAS** fills out Part I of the AFROTC IMT 10, Administrative Disenrollment Action Worksheet (See [Attachment 2](#)), identifying IO and MA.
- A10.3. **PAS** meets with the cadet and presents the AFROTC IMT 10.
- A10.4. The **cadet** has 24 hours to complete and return the AFROTC IMT 111 and Part II of the AFROTC IMT 10 to the IO.
- A10.5. If the **cadet** does not return the AFROTC IMT 10 within 24 hours, process the case in absentia (IAW [AFROTCI 36-2015, Section 5](#)).
- A10.6. **IO** will provide a copy of the AFROTC IMT 10 with Parts I and II completed and a copy of evidence supporting the disenrollment action to the cadet. **IO** will also provide a copy to MA if one is appointed. **IO** will maintain all originals.
- A10.7. **IO** will then conduct a disenrollment investigation (IAW [AFROTCI 36-2015, Section 3.4](#) of). **IO** should meet with cadet within 10 days of cadet receiving the AFROTC IMT 10.
- A10.8. **IO** prepares a report of investigation (ROI) (IAW [AFROTCI 36-2015, Section 3.8](#)) and serves a copy with all attachments to the cadet.
- A10.9. The **cadet** acknowledges receipt by completing part III of the AFROTC IMT 10.
- A10.10. The **cadet** has 10 days from the date the cadet acknowledges receipt of the ROI to submit matters in response to the ROI. **Cadet** may waive the 10-day period by circling the appropriate option in Part III of the ROI.
- A10.11. When 10-day response period has elapsed (or been waived), the **IO** will submit the ROI with all evidence and attachments to the PAS.
- A10.12. **PAS** prepares the AFROTC IMT 22, attaches all required documentation (as noted in [Attachment 9](#)), makes a copy and forwards original package to HQ AFROTC/RRFD.
- A10.13. Once decision is final and detachment has been notified, **PAS** will notify cadet via an AFROTC IMT 16 and provide a copy to HQ AFROTC/RRFD.

Attachment 11**LOSS CODES**

<u>CODE</u>	<u>DEFINITION</u>
BD	Medically disqualified
BE	Failure to maintain academic retention standards
BF	Humanitarian considerations
BG	Failure to maintain military retention standards
	10-Physical fitness
	20-Eliminated from Field Training
	30-Body Fat
	40-Maturity & Judgment
	50-Undesirable Character Traits
	60-Homosexual
	70-Poor Corps Performance
	80-Fraudulent Enlistment
BH	Indifference to AFROTC training
BI	Breach or anticipatory breach of the AFROTC contract
BJ	Transfer to other military commissioning program
BK	Disenrollment without discredit (Includes erroneous enlistment)
BM	Death of a cadet

***BG SUB-CODES**

- 10 - Physical Fitness
- 20 - Eliminated from Field Training
 - 201 - Physical Fitness
 - 202 - Body Fat
 - 203 - Maturity & Judgment
 - 204 - Undesirable Character Traits
- 30 - Body Fat
- 40 - Maturity & Judgment
- 50 - Undesirable Character Traits
- 60 - Homosexual
- 70 - Poor Corps Performance
- 80 - Fraudulent Enlistment
- 90 - Other